

## Frequently Asked Questions Regarding Certification

### **How long does it take to process my application?**

All applications must be reviewed by the Office of Local Business Development (OLBD) to determine eligibility. The OLBD may conduct site inspections and hold interviews with applicants or their representatives. Completed applications will be submitted to the Local Business Opportunity Commission (LBOC) for a decision. The LBOC meets monthly and the process takes approximately 30 working days. Incomplete applications require additional time. The applicant will be notified in writing of any deficiencies.

### **How can I prevent delays in the processing of my application?**

Submit all requested documents with a completed application. See checklist provided in the application package to assist in answering questions.

### **How long is the certification valid?**

The certification is valid for two years from the date of issuance by the LBOC.

### **Does the Local Business Opportunity Commission recognize certifications from other state agencies or the SBA 8 (a) program?**

No. Reciprocity provisions are not included in D.C. Law 12-268, "Equal Opportunity for Local, Small and Disadvantaged Business Enterprises Act of 1998."

## Office of Local Business Development



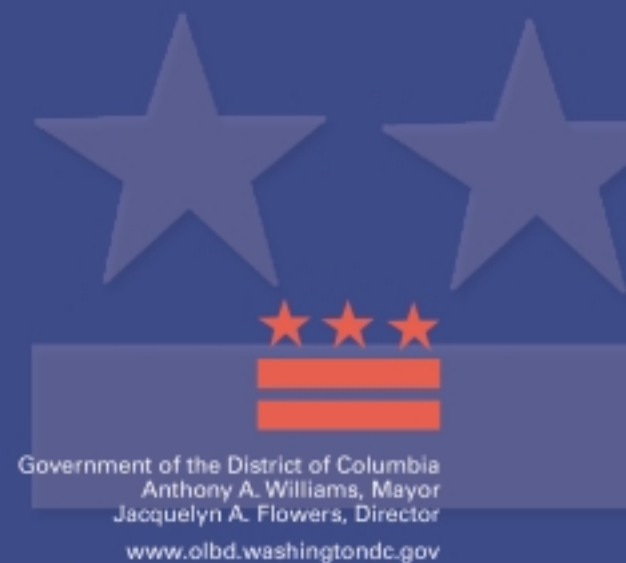
Certification Program  
For Local, Small  
and Disadvantaged  
Business Enterprises

### Main Office

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Phone: 202-727-3900  
Fax: 202-724-3786

### Penn-Branch Shopping Center

(rear of building)  
3250 Pennsylvania Avenue, SE  
Washington, D.C. 20020  
Phone: 202-645-5635





Dear Business Owner:

The Office of Local Business Development (OLBD) promotes economic development opportunities for certified local, small and disadvantaged business enterprises (LSDBE).

In order for companies to take advantage of the opportunities under the LSDBE set aside and preference programs, companies must be certified by the Local Business Opportunity Commission (LBOC). The application and approval process has been streamlined to meet your needs.

The growth and stability of local, small and disadvantaged businesses is vital to our economy. I encourage District of Columbia Businesses to apply for certification today.

Anthony A. Williams  
Mayor

## Program Eligibility

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The LSDBE program is open to D.C. based businesses and businesses located in the Washington Standard Metropolitan Statistical Area (see OLBD fact sheet).

**Local Business Enterprise** is a local business enterprise whose principle office is physically located in the District of Columbia, licensed by the District and subject to District of Columbia taxes.

**Small Business Enterprise** is a local business or a business enterprise that has satisfied the requirements established in Section 6 (13) of the Equal Opportunity for Local, Small and Disadvantaged Business Enterprises Act of 1998, as amended (D.C. Law 12-268).

**Disadvantaged Business Enterprise** is a local business enterprise, or a business enterprise that has satisfied the requirements established in Section 6 (13), of the Equal Opportunity for Local, Small and Disadvantaged Business Enterprises Act of 1998, as amended (D.C. Law 12-268), owned, operated, and controlled by economically disadvantaged individuals.



## Benefits of your Business Being Certified

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In evaluating bids and proposals, agencies shall award the following preferences:

- Preference points for proposals:
  - Three (3) points for resident business ownership; Four (4) points for local business enterprises; Two (2) points for businesses located in enterprise zones; and Three (3) points for disadvantaged business enterprises.
- Percentage reduction in price for bids:
  - Three (3) percent for resident business ownership; Four (4) percent for local business enterprises; Two (2) percent for businesses located in enterprise zones; and Three (3) percent for disadvantaged business enterprises.

Certified business enterprises are listed in the LBOC Directory and on OLBD's website at [olbd.washingtondc.gov](http://olbd.washingtondc.gov). This directory is used by District of Columbia government contracting officers and private sector MOU partners.

- Seminars and workshops are held to inform LSDBE's about procurement opportunities in the District of Columbia government and the private sector.

